

UC Davis Policy and Procedure Manual

Chapter 380, Personnel--General

Section 57, Emergency Payroll Payments to Employees

Date: 4/27/07, Reissued 12/7/11

Supersedes: 6/3/98

Responsible Department: Accounting and Financial Services

Source Document: N/A

I. Purpose

This section describes policy and procedure regarding payment of salary or wages to a UCD employee on a date other than the employee's regularly scheduled payday. See UCDHS Hospital Policy and Procedure Manual Section 1878 for procedures to be used by employees at the UC Davis Health System.

II. Definitions

- A. Temporary emergency check--a check manually prepared and issued by campus Accounting & Financial Services in payment of services rendered by an employee in a prior pay period for which a payroll check was not issued on the employee's regularly scheduled payday.
- B. Payroll advance check--a check manually prepared and issued by campus Accounting & Financial Services in payment of services rendered by an employee in a current pay period for which payment is made in advance of the employee's regularly scheduled payday.

III. Policy

- A. Temporary emergency check

Accounting & Financial Services will issue a temporary emergency check to an employee who did not receive a payroll check on her/his regularly scheduled payday because of delays beyond her/his control.

- B. Payroll advance check

- 1. Accounting & Financial Services will issue a payroll advance check to an employee to cover an unavoidable, bona fide financial emergency.
- 2. Payroll advance checks may not be issued to cover predictable situations such as vacation expenses, student registration fees, rent, taxes, or insurance premiums.
- 3. The amount of the check is limited to two-thirds of an employee's earned gross pay for services already rendered in the pay period. The full amount of the advance will be deducted from the employee's next regular payroll check.
- 4. An employee may receive no more than one payroll advance during a calendar year.

IV. Procedures

- A. The department prepares a written request to Accounting and Financial Services, Payroll Services Division, requesting issuance of the temporary emergency check or payroll advance. The request must include the following:
 - 1. A clear description of the reason for requesting the check.
 - 2. A copy of the EDLR online time-reporting form.
 - 3. The signature of the person authorized to approve payroll time-reporting for the department.
- B. Payroll Services, upon receipt of the complete request, issues the check within 2 business days.
- C. The check will be held at Accounting and Financial Services, 1441 Research Park Drive, Room

110, for employee pickup.

V. Further Information

Questions about this policy may be directed to Accounting & Financial Services--Payroll Services Division at (530) 757-8550.